

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

DIRECTOR OF NEW CONSTRUCTION

QUALIFICATIONS:

- (1) Bachelor's Degree or above from an accredited institution,.
- (2) Three (3) years minimum experience i n Administration and/or Supervision.
- (3) Experience in Contract Administration.

KNOWLEDGE, SKILLS AND ABILITIES:

Positive interpersonal skills. Exhibit good leadership skills. Computer skills. Demonstrated ability to produce and administer contracts. Knowledge of energy management programs. Understand construction budgetary practices. Ability to interact with engineers and architects. A working knowledge of curricular functions needed for schools. Knowledge of all laws, regulations, and codes which govern school planning and construction.

REPORTS TO:

Assistant Superintendent for Administration

JOB GOAL

To deliver new facilities that meet the educational philosophies of the District, while simultaneously maintaining cost factors within the budget dollars.

SUPERVISES:

Facilities Operations and Safety Manager
Facility Specialist
Energy Coordinator
Mechanical Engineer
Uniform Building Inspectors
Chief Building Official
Construction Assistants
Draftsperson
Assigned New Construction Support Personnel

PERFORMANCE RESPONSIBILITIES:

Communication

- * (1) Represent the Superintendent and School Board in public utility matters and rate cases before the Florida Public Service Commission.
- * (2) Communicate effectively orally and in writing.
- * (3) Interact with District personnel, media, community and other governmental agencies.

DIRECTOR OF NEW CONSTRUCTION (Continued)

Critical Thinking

- * (4) Establish a quality control system.
- * (5) Assist in the development of annual and long-range plans for construction.
- * (6) Provide cost impact analyses as requested.

Proactive Orientation

- * (7) Exercise proactive leadership in promoting the vision and mission of the District.
- * (8) Provide leadership and direction for staff to fulfill the district's construction and facility goals.

Facilitation

- * (9) Coordinate public utility intervention activities with other governmental agencies as appropriate and required.
- * (10) Negotiate, facilitate, or arbitrate issues arising among parties involved in facility design criteria.
- * (11) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- * (12) Facilitate problem solving.

Continuous Improvement

- * (13) Set high standards of performance for self and others.
- * (14) Keep up-to-date on laws, rules, regulations, and building codes and trends in construction of educational facilities.
- * (15) Assist staff and other school and District personnel in understanding applicable laws, rules, and codes and trends in educational facilities.

Technical/Professional Knowledge

- * (16) Plan and direct the construction of new schools, new facilities and contracted remodeling and renovation projects.
- * (17) Plan and direct the Energy Management Plan of the District.
- * (18) Direct the planning and activities of the Facilities Operations Department.
- * (19) Develop a construction budget for new schools, new facilities and contracted remodeling and renovation projects.
- * (20) Direct the development of educational specifications for new buildings and update the specifications.
- * (21) Plan and direct the development of standardized construction specifications.
- * (22) Direct the development of the Continuous Improvement Plan and annual budget for the department.
- * (23) Verify the need for all change orders and determine if all costs are fair and reasonable.
- * (24) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.

DIRECTOR OF NEW CONSTRUCTION (Continued)

Constancy of Purpose

- * (25) Support the Districts vision, mission, goals, and priorities.
- * (26) Serve on committees, councils, and/or task forces.
- * (27) Serve as a district representative at emergency shelters as determined by the Superintendent.
- * (28) Perform other incidental tasks consistent with the goals and objectives of this position.

Managerial

- * (29) Direct the school construction plan implementation.
- * (30) Direct all construction with contractors and architects.
- * (31) Develop and direct a program of contract administration to provide oversight and review to ensure the District receives construction value for each dollar spent in the building program.
- * (32) Maintain an energy accounting system.
- * (33) Review and monitor construction schedules and take appropriate action when necessary.
- * (34) Prepare all required reports and maintain all appropriate records.

Decisiveness

- * (35) Direct the selection of contractors and architects.
- * (36) Make and share decisions in a timely manner.
- * (37) Respond immediately to emergency situations.
- * (38) Address personnel problems promptly and directly.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 5

*Essential Performance Responsibilities

Board Action _____
Approved _____
Revised 10/5/04